

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

May 10, 2017

Open Enrollment Ends on Monday, May 15, 2017

- Be sure to remind employees that enrollment forms must be submitted by the close of business on May 15.
- Use PSB301 – to key changes in personal information and health care coverage.
- Use PSB200 – to key FSA elections.
- Reason Code 56 is used for Open Enrollment changes keyed until May 31.
- Reason Code 47 is used for valid Open Enrollment changes keyed after the May 31 deadline and until July 1.
- Submit to OHB for keying:
 - Health care Open Enrollment requests for employees in Layoff Leave Codes.
 - July 1, 2017 FSA election(s) for May 1 and June 1 new hires and QMEs.
 - Open Enrollment elections not updated in BES by July 1.
 - Deletion of an Open Enrollment transaction with newly added dependent.

Reminders on Enrollment Form Instructions

- Supporting documentation is only needed when employees are adding new dependents to their health plan.
- No documentation is required for existing covered dependents on their health plan.
- If an employee does not list the existing covered dependents on the enrollment form, please confirm their intent before removing all eligible dependents and changing the membership to “Self Only” coverage.

Need Help Choosing a Plan? Put ALEX To Work!

ALEX is your online benefits counselor. He can give you an overview of all the state health plans, crunch the numbers and provide recommendations.

See more at www.myalex.com/cova/2017.

Three Reasons to Use ALEX This Year

1. **You hate wasting money.** Remember, being in the right plan can save you hundreds of dollars a year.
2. **You love having peace of mind.** ALEX can calculate worst-case scenarios, and factor them into his cost information to make sure you feel confident in your choices.
3. **You like going over benefits information with your family.** ALEX is available online every day and can be accessed from any computer.

And One More Bonus Reason

More than three out of four state employees who spoke with ALEX in the last year say that the conversation was helpful in selecting their benefits.

Benefits Administrators can use this article and the attached ALEX posters to educate employees about ALEX. Be sure to place the posters in a visible location at your agency. These and other Open Enrollment resources are at www.dhrm.virginia.gov/benefitsadministration/baguidetooopenenrollment.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov